Purdue Extension Educators and Support Staff

The Education Store is the fulfillment center for Purdue Extension educational materials for county Extension offices.

Orders Accepted

The Education Store accepts orders from county offices via e-mail, telephone, Fax, and the U.S. Postal system. When placing an order, include your county name, the materials to be billed to, the quantity, the item number, and the unit price. Indicate whether the order should be shipped or placed on the dock for pickup. We generally process and ship orders within 24 to 48 hours.

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Submitting Orders

Email: media.order@purdue.edu
Phone: (765) 494-6794 (8am - 5pm, Monday - Friday)
Fax: (765) 496-1540
Mailing address: Purdue Extension - The Education Store
231 S University St
West Lafayette IN 47907-2094

Dock Pick-Up

The Education Store has limited space in the dock area for pickup. When you place your order, please indicate whether we should ship your order or place it on the dock for pick-up. If your order does not include shipping instructions, we will automatically place it on the dock.

When we have placed your order on the dock, we'll send an e-mail notice to the individual who originally placed the order. When picking up your order, please sign and date the Education Store copy of the order form, and place the signed and dated copy in the white box at the end of the shelf.

Shipped Orders

Orders are shipped by UPS ground. County offices are billed the actual UPS charge. UPS generally delivers next day in Indiana, with the exception of the far southern counties of the state.
Verifying Shipment

Check your shipment as soon as possible, and contact the Education Store at once if you find a discrepancy. Kathy Lester will provide instructions if you need to return materials, receive a credit, or have billing questions.

Packing List Codes

Out-of-stock: The Education Store is currently out of inventory. You will need to reorder at a later date.
Deleted: This material is no longer in print. All stock has been removed from the Education Store and recycled. Please do not reorder deleted materials.
WEB: This item is available online only. You may print copies from the online Education Store. Education Store staff do not print Web materials for county offices.

Browsing the Education Store

You may also browse or search our online catalog at The Education Store. Do not place county orders through the online system. To receive the standard 20% county discount, you must direct your order to The Education Store e-mail address at media.order@purdue.edu.

You may also browse the county Ed database to find product numbers, titles, availability, and retail prices. You may also search and print off invoices from within the Ed database to match up with the order number on the monthly statement you receive from the Purdue Collections office.

Returned Materials

Returned products are acceptable as long as they are in pristine condition. Materials with labels on them, retail prices marked on them, or any other markings will not be approved for return. Your county office must contact the Education Store office and receive approval for the return. Please furnish the ACS order number that appears on the packing list when submitting your return request.

Billing

Invoices are mailed from University Collections on the first Monday of each month. You may also search and print off invoices from within the Ed database to match up with the order number on the monthly statement you receive from the Purdue Collections office.
Monthly Announcements

Once a month county Extension offices receives a packet of New/Revised materials from The Education Store and the program areas: Ag & Natural Resources, Youth Development & Ag Education, Consumer & Family Sciences or from Chuck Hibberd, Purdue Extension director. The Education Store also emails an E-Newsletter to all Extension and support staff. The newsletter also features "what's hot" products. Feel free to use these announcements in your county newsletters to promote these products.

Archive of Product Releases